



TULE RIVER INDIAN TRIBE OF CALIFORNIA

340 North Reservation Road, Porterville, CA 93257

JOB POSTING

Opening Date: 08/20/2014

Closing Date: 09/02/2014

If you are interested in this position, please submit the following:

- Completed Application
- Tribal Identification (*if applicable*)

All requested information must be in the Human Resources office by 5:00PM on the closing date. *Incomplete applications or failure to submit the requested information will result in the disqualification of your application.*

Position Title: Procurement Clerk

Department: Procurement

Work Schedule: Monday- Friday 8:00AM- 5:00PM

Wage Rate: Pay Range 12: \$13.68/Hr./ Overtime Eligible

IN-HOUSE APPLICANTS MUST SUBMIT AN APPLICATION TO THE HUMAN RESOURCES DEPARTMENT FOR ANY JOB OPENING(S) THEY ARE INTERESTED IN.

Approved by TRTC: 8/13/2014



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340 North Reservation Road, Porterville, CA 93257

JOB DESCRIPTION

POSITION: Procurement Clerk

WORKSITE: Tule River Administration
340 N. Reservation Rd.
Porterville, CA 93257

GENERAL POSITION DESCRIPTION

The Procurement Clerk compiles information and records to prepare purchase orders for the procurement of material by performing the following duties.

DUTIES AND RESPONSIBILITIES:

1. Maintain inventory of fixed assets for the Tule River Tribe.
2. Type a variety of materials consisting of letters, memorandums, project estimates, bid schedules, community notices, ect.
3. Arrange and participate in meetings as directed
4. Proficient in Microsoft Office: Excel, Word, Publisher, and Power Point
5. Assist with special projects or other administrative duties as needed
6. Operate office equipment as necessary to carry out the objectives of the department
7. Assist the Director in monitoring projects.
8. Work with governmental agencies such as Bureau of Indian Affairs, Indian health Service and Environmental protection Agency and other Agencies.
9. Responsible for keeping track of multi budget expenditures
10. Maintain accurate and up to date files for pending, current and completed projects
11. Process necessary paperwork for payment to vendors for purchases made by the Department
12. Keep a current list of all department and projects
13. Communicate with all departmental employees via two way communication
14. Knowledge of current project status and employees project locations in the absence of the Director.
15. All other duties as assigned.

QUALIFICATIONS:

1. Minimum of an Associate's Degree or relevant employment experience may be substituted for formal education on a year for year basis.
2. Two years of experience in an administrative business environment.
3. Able to relate culturally and work effectively with Native American community, and Tribal Government.
4. Must have strong interpersonal skills

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5. Must have a valid California Driver's License, and be insurable through the Tribe's insurance.
6. Must successfully complete a pre-employment drug/alcohol screen and background screen.

PHYSICAL REQUIREMENTS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally the position requires near and far vision in proofreading correspondence and work related documents. Acute hearing is required. Typically office work setting conditions, but will have to travel. Frequently must be able to lift up to 10 pounds, normally must be able to lift up to 30 pounds, and occasionally must be able to lift up to or over 50 pounds. This job will require the use of a vehicle, and an employee must be able to have those repetitive motions and coordination associated with operating a motor vehicle.

Position reports to:	Procurement Director
Supervises:	None
Salary:	Pay Range 12: \$13.68/ Hr. Paid Bi-Weekly/ Overtime Eligible
Hours:	40 + Hours/ Week Monday – Friday 8:00 AM – 5:00 PM
Benefits:	Medical, Dental, Vision, Flexible Spending Plan, PTO & 401(K) Plan.

PREFERENCE IN FILLING VACANCIES IS GIVEN TO QUALIFIED INDIAN CANDIDATES, IN ACCORDANCE WITH THE INDIAN PREFERENCE ACT